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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 27 MAR 1958

FROM : Chief, Supply Division, OL

SUBJECT: Procurement of Herring-Hall Marvin Safes (Stock No. 7/7110-005-5718)

REF: Your Memorandum, dated 7 February 1958, Subject: Utilization of Filing Equipment

1. As suggested in paragraph 4 of reference, the Supply Division has:

a. Instructed Depot Stock Control Section to restrict the issue of Herring-Hall Marvin safe equipment to overseas elements.

b. Initiated action to procure 40 Herring-Hall Marvin safes (Stock No. 7/7110-005-5718).

c. Instructed Depot Stock Control Section to furnish your office a copy of all issue requisitions for filing equipment.

d. Instructed Stock Management and Requirements Section to have field accountable stations include filing cabinets in their semiannual stock status reports. For your information, the next report to be compiled by each field accountable station will be as of 1 July 1958.

2. The Supply Division supports your position relative to better utilization of available filing equipment. It is felt, however, that the support capability of the Agency should not be jeopardized by reducing the quantity of Herring-Hall Marvin safes to be procured to 40, when:

a. Issues to the field between 1 July and 31 December 1957 were 111.

b. The average lead time is 8 to 9 months.

c. The current quantity available for issue is 20.

*40-120 Days after receipt order*  
4/25X1

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3. Based upon normal Stock Management procedures, it is recommended that procurement of Herring-Hall Marvin safes (Stock No. 7/7110-005-5718) be increased from 40, as suggested in paragraph 4 of reference, to 257. This increase results from the following factors:

- a. Issues to overseas elements for 6 months: 111
- b. Anticipated overseas requirements during 9 months lead time: 166
- c. Total of a. and b. above: 277
- d. On hand: 20
- e. Procurement requirements to establish a 6 months level and fill requirements during 9 months lead time for overseas elements: 257

4. It is felt that if the above (paragraph 3) factors are not considered, the possible future deficiency of our stock position must be the responsibility of the Records Management Staff.

5. Past experience has proved that the control of issues will in turn control the quantity of an item stocked, without jeopardizing support capabilities. Therefore, it is suggested that Records Management Staff implement an issues control procedure for filing equipment. This may be accomplished by having your office initiate a revision to Agency Notice  requiring that all requisitions for the issue of filing equipment be approved by Records Management Staff prior to being routed to Supply Division for action.

6. The contents of this memorandum have been coordinated with and have the concurrence of Physical Security Division.



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OL/SD/SM&RS/ cm/ (28 Feb.58)